



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

SENIOR EXECUTIVE SERVICE

ISSUE DATE: November 20, 2003
CLOSING DATE: December 03, 2003

ANNOUNCEMENT NUMBER
OMB-04-04-MJ

Title, Series & Grade:
Chief, Information Policy and Technology Branch
ES-0301-01/04
(\$131,342 – 142,500)

Vacancy Location:
Office of Management and Budget
Office of Information and Regulatory Affairs
Washington, DC 20503

AREA OF CONSIDERATION: All qualified persons in the civil service.

PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to EOPJOBS@OA.EOP.GOV or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

DUTIES: Serves as Chief, Information Policy and Technology Branch. Under the general direction of the Administrator and Deputy Administrator of the Office of Information and Regulatory Affairs (OIRA) and the Administrator of the Office of Electronic Government and Information Technology (E-Gov and IT), the incumbent develops and directs a comprehensive program to improve the performance of Federal missions and the quality of public access to information and services by promoting sound Federal and national information and information technology policies and practices. Specifically, the incumbent:

Directs, in coordination with OMB's Resource Management Offices and other OMB and Executive Office of the President officials, the evaluation of agency proposals and practices in the areas of information technology capital investment, information security, information collection and dissemination, privacy, and records management.

Supports leadership of OMB's oversight of Federal agency efforts to address the use of electronic government and enterprise architectures practices in coordination with both public and private entities.

Fosters high quality OMB coordination with and use of the Chief Information Officers Council and other relevant interagency groups.

Oversees staff who comprise a center of excellence and expertise within OMB on information policy and technology issues that provides sound and objective advice and perspective on legislative and policy proposals.

Implements relevant provisions and monitors the effectiveness of the Paperwork Reduction Act, the Information Technology Management Reform Act (Clinger- Cohen Act), the Government Paperwork Elimination Act, the Electronic Government Act, the Privacy Act, the Federal Information Security Management Act (FISMA), the Freedom of Information Act, Executive Order 13011, and other directives and memoranda.

Serves as the principal advisor to the Administrators of both the Office of E-Gov and IT and OIRA on policy aspects of information and information technology management.

Manages, maintains, and develops a staff of professional, support, and temporary agency personnel.

Helps to represent Administration views on information policy and e-government to Congressional, state and local, academic, and private sector groups.
recommendations.

In conjunction with the Chief Financial Officers Council and other Office of Management and Budget (OMB) offices, oversees preparation of the government-wide Federal Financial Management Status Report and Five Year Plan, which is required to be submitted annually by the Director to the Congress.

QUALIFICATIONS: You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one page per factor. For further information and tips on writing effective narrative statements, see OPM's publication "A Guide to SES Qualifications" available on the OPM website at: www.opm.gov/ses/html/sesguide.htm.

If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.

MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS:

1. Expert knowledge of and experience with Federal information and information technology policy and practices.
2. Broad knowledge and understanding of emerging information and communications technology trends and the effects on those technologies on policies, programs, and organizational performance.
3. Superior analytical ability, objectivity, and understanding, with demonstrated ability to resolve important, complex, and difficult management problems.
4. Superior negotiation and communication skills with respect to information policy and technology issues.

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs): In addition to the Mandatory Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

Note: If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESCO) of your eligibility for appointment to the SES.

1. **Leading Change** -- This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** -- This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** -- This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen** -- This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication** -- This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

EVALUATION METHOD: The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

HOW TO APPLY:

ALL APPLICANTS MUST SUBMIT ONE OF THE FOLLOWING:

- **OF 612, Optional Application for Federal Employment; -OR-**
- **Resume or other written format that includes the information identified in OF-510, Applying for a Federal Job;**

OTHER REQUIRED DOCUMENTS:

- **If you are a current or former Federal Employee please provide your latest SF-50 "Notification of Personnel Action" and your most recent supervisory appraisal;**
- **On a separate sheet of paper please provide a supplemental statement which addresses each of the Mandatory Technical/Professional Qualifications (all applicants) and Executive Core Qualifications (non-SES eligibles).**

OTHER INFORMATION:

- Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.
- Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

OTHER REQUIREMENTS:

- A security clearance will be conducted. Applicants selected for employment must be 18 years old when appointed.
- The applicant tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.
- As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.
- Male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

WHERE TO APPLY:

Completed form(s) must faxed to:
Executive Office of the President
Office of Administration
Human Resources Management Division
(202) 395-1194/1262

- Applications will also be accepted electronically. Please submit your application to EOPJOBS@OA.EOP.GOV.
- Applications must be received by the closing date.
- Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.
- Applications will not be returned.
- You must include the announcement number on your application.
- Applicants will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap. Disabled applicants, Disabled Veterans or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status are eligible to apply to announcements limited to status candidates and should clearly specify their special eligibility on their application.
- Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.